

POLICIES AND PROCEDURES

POLICY: Fundraising by Catholic School Councils

Date Approved: September 19, 2000

Last Reviewed: 2022-2023

Dates of Amendment: May 23, 2017; May 22, 2018; May 9, 2023

Cross Reference: [Catholic School Councils](#); [Fundraising in Schools](#)

POLICY:

1. The Board shall permit fundraising to be undertaken by Catholic School Councils. All fundraising activities, whether for the school or for an approved organization, shall be related to the Board's Mission Statement, and to charitable, humanitarian, educational, or service activities consistent with Catholic social and moral teaching.
2. Funds raised shall not be used for the purpose of:
 - a. altering school physical structure
 - b. increasing school/Board operating costs.

ADMINISTRATIVE PROCEDURES:

1. The Catholic School Council, in cooperation with the Principal, may engage in fundraising in order to augment and/or enhance programs within the school.
2. The Catholic School Council will be responsible for raising, administering, and accounting of such funds.
3. Fundraising activities involving student participation require the approval of the school Principal.
4. Students participating in fundraising activities will not be held responsible for any unintentional loss that might occur.
5. Participation of students in fundraising in schools will be voluntary, and consideration will be given to

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factors such as the age and safety of the students.

- a. Door-to-door canvassing by students is not permitted.
 - b. Fundraising activities will not interfere with the learning experiences in the curriculum.
 - c. School councils will work with school administration when determining the overall number of fundraising activities in a year to ensure well being and purpose.
6. The Board will not be responsible for funds collected in any means other than through School Cash Online and/or an alternate electronic means approved by the Finance department. The Board will not be responsible for personal property or articles lost or stolen on its property.
 7. The Board will purchase liability insurance coverage for all Catholic School Councils on an annual basis.
 8. Equipment and supplies purchased with funds raised by Catholic School Councils become the property of the Board.